



Town of Oro Valley Classification Description

Title: **STREETS & DRAINAGE OPS SUPERVISOR**

Job Code: 3321

FLSA Status: Exempt

Department: Public Works

Salary Grade: 117

POSITION SUMMARY:

Performs challenging professional and administrative work in supervising the construction, maintenance, and inspection of stormwater facilities in the Town; does related work as required. Work is performed under general direction of the Streets & Drainage Superintendent. Supervision is exercised over all unit personnel. May, from time to time, work under general supervision of, or in conjunction with, Stormwater Utility Project Manager.

ESSENTIAL JOB FUNCTIONS:

- A. Plans, directs and coordinates the activities of work crew leaders in the repair and maintenance of storm drainage and stormwater infrastructure to meet the Phase II stormwater program in accordance with Federal/State guidelines; and provides technical advice regarding functional design and operation.
- B. Assists in the development of annual work programs for the repair, maintenance and construction of infrastructure related to all public works assets and storm drainage.
- C. Directs the rehabilitation and installation of new culverts, pipes, drop inlets, channel bank and bottom stabilization (rip rap, soil cement, concrete, etc.) and other storm drainage facilities.
- D. Assists in the annual preparation of the budget and assumes responsibility for controlling maintenance and repair expenditures.
- E. May be asked to help prepare cost estimates and material lists for in-house maintenance projects; assists Stormwater Project Manager & Streets & Drainage Superintendent in providing input, where needed, on cost estimates for in-house design and maintenance projects.
- F. Reviews and discusses work progress and develops work plans and scheduling for Stormwater Utility assets.
- G. Coordinates and monitors field maintenance operations of drainage-ways.
- H. Establishes specifications for supplies, materials and equipment to be used in maintenance or repair work.
- I. Ensures that an adequate inventory of materials, supplies, parts, and equipment exists for the maintenance of the Town's assets under his/her purview to complete the proposed work program.

- J. Recommends the purchase of equipment and prepares equipment specifications. As needed, participates in the operation of heavy equipment used in streets and drainage repair and maintenance.
- K. Evaluates, inspects and reviews the work performance of assigned staff.
- L. Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions.
- M. Directly supervises, trains and provides input in hiring associated crew leaders, heavy equipment operators or maintenance staff.
- N. Trains, monitors and enforces compliance with safety practices and procedures.
- O. Prepares formal work schedule programs for routine maintenance of Stormwater Utility infrastructure.
- P. Maintains an up-to-date record of improved drainage ways showing the construction and maintenance history of all town Stormwater Utility assets.
- Q. Maintains safety data sheets under his/her purview.
- R. May act as the Streets & Drainage Superintendent in his/her absence.
- S. Ability to complete training to engage in supervising, coordinating the daily work and overseeing an Arizona Department of Corrections (ADC) crew and/or act as lead coordinator of the ADC program.
- T. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of materials, methods, tools, and equipment used in construction, operation, and maintenance of street systems, storm drains, tree and landscape maintenance.
- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing street maintenance.
- Knowledge of management and supervision principles.
- Knowledge of street maintenance concepts, techniques and materials.
- Knowledge of occupational hazards and standard safety precautions.
- Skill in assessing, prioritizing and delegating work assignments and projects to subordinate staff.
- Skill in operating heavy equipment used in street and drainage repair and maintenance.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Working knowledge of Microsoft office products – Word and Excel.
- Analyze situations and adopt an effective course of action.
- Communicate clearly and concisely, both verbally and in writing.
- Operate a personal computer, two-way radio, telephone.

MINIMUM QUALIFICATIONS:

- Associates Degree (AA/AS) or equivalent in construction management or related field.
- Six (6) years increasing responsibility in construction and/or maintenance of the infrastructure systems including washes and drainage and work activities including (2-4) years in a lead or supervisory level; **OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain an Arizona (Class A) commercial driver's license (CDL) with air brake and tanker endorsement with no restrictions.
- Must become a Certified Stormwater Inspector within the first year of employment.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed primarily in an outdoor environment.